



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

ANNUAL SURVEY For Early Childhood Development (ECD) 2019

The South African Schools Act No. 84 of 1996 (section 59 [1] and [2]) states that: *Every school must supply such information about the school as is reasonably required by the Head of Education, and any person, who without just cause, fails to comply, shall be guilty of an offence.*

District:

SCHOOL/SITE NAME:

ONLY TO BE COMPLETED BY ALL EARLY CHILDHOOD DEVELOPMENT SITES THAT ARE PROVIDING UP TO GRADE R AND ARE REGISTERED AT THE DEPARTMENT OF EDUCATION OR ANY OTHER GOVERNMENT AGENCY (INCLUDING PRE-PRIMARY SCHOOLS)

ALL INFORMATION TO BE PROVIDED AS AT 05 MARCH 2019

The Annual Survey for Early Childhood Schools/Centres is the most important source of information regarding the situation at your school/centre. The information collected will contribute to the Education Management Information System (EMIS) of the province and will be of assistance in the management, administration and governance of schools, including the supply of school resources to schools/centre.

DECLARATION

I,, principal of
fully understand the provision made in the South African Schools Act No. 84 of 1996 (Section 59 (1) and (2) and Section 16A (2)(g)), which stipulates that every school must supply such information about the school as is reasonably required by the Head of Education

Site Manager/Principal:

.....
Surname and initials

.....
Signature

.....
Date

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete

.....
Surname and initials

.....
Signature

.....
Date

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete

Education Manager:

.....
Surname and initials

.....
Signature

.....
Date

.....
Designation

N.B: Education Manager means an official who functions at the level of administration between the institutions and the province. This manager may function at regional, district, circuit or ward level

PROVINCE CODE (Please place X in the correct box)

<u>Code</u>	=	<u>Province Name</u>	
1	=	Western Cape	<input type="checkbox"/>
2	=	Eastern Cape	<input type="checkbox"/>
3	=	Northern Cape	<input type="checkbox"/>
4	=	Free State	<input type="checkbox"/>
5	=	KwaZulu-Natal	<input type="checkbox"/>
6	=	North West	<input type="checkbox"/>
7	=	Gauteng	<input type="checkbox"/>
8	=	Mpumalanga	<input type="checkbox"/>
9	=	Limpopo	<input type="checkbox"/>

1 GENERAL INFORMATION	
1.1	Site/Host school name (If using a school)
1.2	EMIS number of the host school (if a school building is used)
1.3.1	Province code (Codes on the cover page)
1.3.2	Type of site [1=Public; 2=Private]
1.4	School Funding Type of the host [1=Public School; 2=Independent School]
1.5	Ownership of land [1=State;2=Church;3=Mine;4=Farm;5=Hospital;6=Trust;7=Company;8=Private Individual;9=Factory; 10=Other: (specify)]
1.6	Educational region
1.7	Educational district
1.8	Circuit (If applicable)
1.9	Municipality
1.10.1	Can your school be contacted by email? [1=yes; 2=no]
1.10.2	Email address
1.11	Postal Address Enter the postal address under the relevant Address Type in either Section A or B. Only complete Section B: 1.11.6 to 1.11.9 if the physical address is the postal address. <i>(Post office: complete only if either PO Box , P/Bag or SAPO village has been selected)</i> <i>(Town/City: complete only if street address or Building address has been selected)</i>
A. Postal Address (Please leave blank if Not Applicable)	
1.11.1	SAPO* Village
1.11.2	PO Box
1.11.3	Private bag
1.11.4	Post Office
1.11.5	Postal Code
B. Physical Address	
1.11.6	Building
1.11.7	Street Address
1.11.8	Town or City
1.11.9	Postal code
SAPO = South African Post Office	
1.12	Telephone number
1.13	Fax number
1.14	Principal's home telephone number

Social Development Nr																			
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EMIS NUMBER																			
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1.15	Principal's Cell phone number																		
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1.16	What is the type of accommodation used? (Mark each with 1=yes or 2=no)																		
School				Church				Community Centre				House							
Other (specify)																			

1.17	What is the standard annual (school) fee per learner for the current academic year? (Exclude rebates for more than one learner in a family or discounts for early payment, etc.) (RAND ONLY)																				
Pre Grade R				R				-00	Grade R				R				-00				

1.18	What is the Primary funding source of your ECD Services? (Mark each with 1=yes or 2=no) (More than one can be marked.)																		
Department of Education				Department of Social Development				Private Owner				Donations							
Religious Institutions				Community Organisation				Fund raising				Company							
Other (specify)																			

1.19	How many Grade R classes does the site/school have?																			
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1.20	What other sources of income support does the site have? (Mark each with 1=yes or 2=no)																		
Department of Education				Department of Social Development				Private Owner				Donations							
Religious Institutions				Community Organisation				Fund raising				Company							
Other (specify)																			

1.21	Number of days per week that the site operates																		
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1.22	Number of hours per day that the site operates (e.g. 2:30 hrs)																	:		
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1.23	Language of Learning and Teaching (more than one language can be marked.)																		
Afrikaans		English		IsiNdebele		Sepedi		SiSwati		Xitsonga									
Tshivenda		Setswana		IsiXhosa		IsiZulu		Sesotho											
Other (specify)																			

1.24	How long has the facility been operating? (Mark with an x.) (Mark only one answer.)																		
Less than 1 year				1 to 2 years				3 to 4 years				5 years and over							

2 LEARNER INFORMATION

THE FOLLOWING TABLES PERTAIN TO LEARNERS WHO ARE REGISTERED AT THE SCHOOL THIS YEAR.
 Information for learners must be for male and female learners separately, where applicable.
 It is important to collect learner numbers in terms of population group and gender in order to track the extent to which equity and access are being addressed in the education system.
 The learner or the learner's parents/guardians and/or family should determine population group. This should reflect the parents' and/or the families' own perception of their population group and not the racial classification used in the past.
No learner should be double-counted

NOTE: If a particular grade is NOT offered at your school/centre, place an X in the NOT APPLICABLE area for that grade. Do not enter any learner numbers or total for a grade not offered at your school/centre.

If your school/centre does offer a particular grade, but there are no learners for either the Male or Female gender, then enter 0 for the relevant gender. e.g. If your school has only Female learners in Grade R then enter 0 under the Male row in the Grade R column and the correct number of Female learners in the Female row for Grade R. Include the total

2.1	How many learners are registered with your site? (Including Learners experiencing barriers to learning)	Male	Female	Total	N/A
Pre Grade R					
Grade R					
Total					

2.2 Number of Pre Grade R learners according to population group, gender and year of birth. (including learners experiencing barriers to learning) (Learners may NOT be double-counted.)													
Year of birth	Black African		Coloured		Indian		White		Other		Total		Age in Years
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
≥2018													≤1
2017													2
2016													3
2015													4
2014													5
2013													6
≤2012													≥7
Total													

Note: Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.

2.3 Number of learners in Grade R according to population group, gender and year of birth (including learners experiencing barriers to learning) (Learners may NOT be double-counted.)													
Year of birth	Black African		Coloured		Indian		White		Other		Total		Age in Years
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
≥2014													≤5
2013													6
≤2012													≥7
Total													

Note: Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.

2.4 Number of learners according to languages and grade (Including learners experiencing barriers to learning) (Learners may NOT be double-counted.)													
	Home Language				Language of Learning and Teaching				PREFERRED Language of Learning and Teaching				
	Pre-Grade R		Grade R		Pre-Grade R		Grade R		Pre-Grade R		Grade R		
Afrikaans													
English													
IsiNdebele													
Sepedi													
SiSwati													
Xitsonga													
Tshivenda													
Setswana													
IsiXhosa													
IsiZulu													
Sesotho													
SA Sign Language													
Other													
Total													

Pre Grade R = A programme of learning provided by school or other education institution in a grade before Grade R.

Grade R = The reception year for a learner in a school or an ECD centre, i.e. the grade immediately before Grade 1.

2.5 Number of Pre Grade R learners experiencing barriers to learning per PRIMARY barrier to learning, year of birth and gender. (Learners may NOT be double-counted.)																			
Year of birth	Gender	Attention Deficit Disorder	Autistic Spectrum Disorder	Behavioural disorder/ Conduct Disorder	Blindness	Cerebral Palsy	Deafness	Deaf-Blindness	Epilepsy	Hard of Hearing	Mild to Moderate Intellectual disability	Severe to profound intellectual disability	Partial Sighted/ Low vision	Physical disability	Specific learning disability	Psychiatric disorder	Other	Total	Age in years
≥2018	Male																		≤1
	Female																		
2017	Male																		2
	Female																		
2016	Male																		3
	Female																		
2015	Male																		4
	Female																		
2014	Male																		5
	Female																		
2013	Male																		6
	Female																		
≤2012	Male																		≥7
	Female																		
Total	Female																		
	Male																		

Note: Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.

2.6 Number of Grade R learners experiencing barriers to learning per PRIMARY barrier to learning, year of birth and gender. (Learners may NOT be double-counted.)																			
Year of birth	Gender	Attention Deficit Disorder	Autistic Spectrum Disorder	Behavioural disorder/ Conduct Disorder	Blindness	Cerebral Palsy	Deafness	Deaf-Blindness	Epilepsy	Hard of Hearing	Mild to Moderate Intellectual disability	Severe to profound intellectual disability	Partial Sighted/ Low vision	Physical disability	Specific learning disability	Psychiatric disorder	Other	Total	Age in years
≥2014	Male																		≤5
	Female																		
2013	Male																		6
	Female																		
≤2012	Male																		≥7
	Female																		
Total	Male																		
	Female																		

Note: Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.

2.7	Please indicate the programmes offered	National Curriculum Statement (NCS)	Other
If other, please specify			
2.7.1			
2.7.2			

2.8	Mortality statistics for learners during the previous academic year (The Department of Education needs to monitor changes in overall mortality trends for planning purposes. Information is needed on the number of deaths amongst learners according to cause of death, gender and age group.)																
Cause of death	Illness				Accident				Suicide				Violence and homicide				Age in Years
Year of birth	Male		Female		Male		Female		Male		Female		Male		Female		
≥2016																	≤3
2015																	4
2014																	5
2013																	6
≤2012																	≥7
Total																	

Note: Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.

2.9	Number of learners whose parent(s) are deceased.															
GRADE	Male Learners						Female Learners									
	Only mother deceased		Only father deceased		Both parents deceased		Only mother deceased		Only father deceased		Both parents deceased					
Pre Grade R																
Grade R																
Total																

SECTION 3: PERSONNEL STAFF

3.1	Number of STAFF remunerated by STATE (Do not include employees paid by the governing body)													
CATEGORY	Permanent				Temporary				Substitutes				Total	
	Full-time		Part-time		Full-time		Part-time		Full-time		Part-time			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Educators														
Practitioners														
Prof. non-teaching staff														
Admin. Staff														
Support staff														

3.2	Number of STAFF remunerated by GOVERNING BODY (Do not include employees paid by the state)													
CATEGORY	Permanent				Temporary				Substitutes				Total	
	Full-time		Part-time		Full-time		Part-time		Full-time		Part-time			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Educators														
Practitioners														
Prof. non-teaching staff														
Admin. Staff														
Support staff														

EDUCATOR SURVEY: 2019**TO BE COMPLETED BY ALL EDUCATORS/PRACTITONERS****PURPOSE OF SURVEY**

This survey seeks to obtain demographic, personal and professional information from educators/practitioners for the purposes of updating PERSAL data as well as to assist the system in planning and reporting.

The information provided will be audited on a regular basis. It is therefore important that this questionnaire be completed accurately.

Your cooperation in completing this questionnaire is greatly appreciated.

Instructions

- 1. Mark your responses with an X where applicable.*
- 2. Sign the completed form on the last page.*
- 3. Hand in the completed form to the principal for his/her signature.*

Please read the headings and instructions carefully before completing the questionnaire

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EMIS NUMBER

22	Income tax number
	<input type="text"/>

23	Medical aid name (only if main member)
	<input type="text"/>

24	Medical aid number (only if main member)
	<input type="text"/>

25	Next of kin surname (Please provide the name of the person who does not live at your same address)
	<input type="text"/>

26	Next of kin first name(s)
	<input type="text"/>

27	Next of kin telephone number
	<input type="text"/>

28	Home Address
	<input type="text"/>

C. Postal address (Please leave blank if Not Applicable)	
28.1	PO Box <input type="text"/>
28.2	Suburb/Township <input type="text"/>
28.3	City/Town <input type="text"/>
28.4	Postal Code <input type="text"/>

D. Physical Address	
28.5	Street Address <input type="text"/>
28.6	Complex Name/Building name <input type="text"/>
28.7	Complex/ Unit Number <input type="text"/>
28.8	Suburb/Township <input type="text"/>
28.9	Town or City <input type="text"/>
28.10	Postal code <input type="text"/>

29	Cellphone <input type="text"/>
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30	Home telephone <input type="text"/>
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31	Indicate with an X on the relevant block how often you use a computer for professional purpose (if at all)	
	1. Not at all	<input type="text"/>
	2. Sometimes	<input type="text"/>
	3. Often	<input type="text"/>

32	Indicate , with an X on the relevant block, whether you were evaluated in terms of the Integrated Quality Management System (IQMS) processes in 2016 [1=Yes; 2=No]	1	2
		<input type="text"/>	<input type="text"/>

33	Indicate with an X on the relevant block, ALL the qualification types that you have attained. You can select more than one qualification type provided in the list below, and leave the space blank where the qualification does not apply to you.	
1	Two-year Teachers' Certificate	1
2	Three-year Teachers' Diploma/National Professional Diploma in Education	2
3	Four-year Higher Diploma in Education	3
4	Four-year professional teaching degree	4
5	Higher Diploma in Education (Post-Graduate)/Post-Graduate Certificate in Education	5
6	One-year Post-Professional Teachers' Certificate (with specialization)	6
7	One-year Higher Diploma in Education	7
8	Diploma in Specialized Education (for example, for sign language, remedial education, blind and visually impaired and child and youth care)	8
9	Further Diploma in Education	9
10	Advanced Certificate in Education	10
11	One-year National Higher Diploma/Bachelor of Technology (Education management/other specialization)	11
12	Partially completed first Bachelor's degree	12
13	Three-year Bachelor's degree	13
14	Four-year Bachelor's degree	14
15	Four-year Bachelor of Technology degree	15
16	Three-year National Diploma	16
17	Four-year National Higher Diploma	17
18	Post-Graduate Diploma (other than a HDE Post-Graduate)	18
19	Honours degree (including an old one-year B Ed/BEd Honours)	19
20	Master's degree	20
21	Doctors degree	21
22	ABET Practitioner Certificate	22
23	ABET Practitioner Diploma	23
24	National N3 – N6 Certificates (No Practicals)	24
25	National N6 Diploma (Practicals)	25
26	Completed apprenticeship/passed trade test (N2 + Practical)	26
27	T1-T4 Certificates	27
28	T3 Diploma	28
29	T4 Higher Diploma	29
30	S1 or S2 Certificates	30
31	Further Education and Training Certificate: Early Childhood Development	31
32	National Certificate: Early Childhood Development Level 4	32
33	Higher Certificate: Early Childhood Development Level 5	33
34	National Diploma: Early Childhood Development Level 5	34
35	Basic Certificate: Early Childhood Development Level 1	35
36	Other	36

34	Please indicate the grades that you are teaching with a tick (you may tick more than one grade if applicable).	
Pre-Grade R	Grade R	

Social Development Nr										
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EMIS NUMBER	
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Declaration

I hereby declare that to the best of my knowledge, the above information as supplied is accurate and correct.

Name of Educator (Please print): _____

Signature of Educator/Practitioner: _____

Date: ____/____/____

VERIFICATION AND CLEARANCE SECTION

The purpose of this clearance document is for the verification and authentication of the information declared by the site on the survey form.

The form is to be completed in full and verified by the Principal or Deputy Principal (or another designated person) at the site. The principal must sign and stamp the provided space at the bottom of the verification form to confirm that the checking of the survey data has taken place and that all mistakes have been rectified per item on the form. This verification form should be submitted to the district/ regional offices and a copy should be filed at the site for audit purposes.

Once the form is received from a site at the district or regional office, the designated Provincial Education Manager must verify the data in each item on the form. The Provincial Education Manager must sign and stamp the provided space at the bottom of the verification form to confirm that the checking of the survey data has taken place and that all mistakes have been rectified.

1	LEARNER SECTION	Checked and confirmed? Yes / No		If not confirmed, please comment
		Principal	Education Manager	
1.1	Has the section on General Information been completed correctly in all aspects? [Table 1.1 – Table 1.24]			

Summary Control Table: Learners			
<ul style="list-style-type: none"> Please check ALL the following tables against the totals in Table 2.1 NOTE: the totals should be transferred from the Annual Survey form as completed by the data compiler The totals of each of the tables in the list should balance with the totals for table 2.1 			
Table	Total: Male	Total: Female	Grand Total
1.2	Table 2.1 CONTROL TABLE		
The totals in each table below must balance with the totals recorded for TABLE 2.1 Please also check the totals of each grade against Table 2.1 where applicable.			
1.2.1	Table 2.2 and 2.3: "Number of learners according to population group, gender and year of birth"		
1.2.2	Table 2.4 "Number of learners according to languages and grade"		

Summary Control Table: Educators			
1.2.3	Total number of Educators (State and SGB paid) at the site (excluding substitute educators)		
1.2.4	Total number of Educator (State and SGB paid) forms attached (excluding substitute educators)		
1.2.5	Total number of substitute Educators (State and SGB paid) at the site		
1.2.6	Total number of substitute Educator (State and SGB paid) forms attached		

2	SCHOOL EDUCATOR SECTION	Confirmed? Yes / No	If not confirmed, please comment
2.1	Have the educator details e.g. ID and PERSAL number, post level, etc been verified with the relevant source documents?		
2.2	Has the principal verified that all the educator forms are completed in full?		

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

Name	Signature	Date

Principal to place site stamp here

Education Manager to place office stamp here